



May 28, 2003

Notice to all Prospective Bidders:

ADDENDUM 2

Project Title: California Traumatic Brain Injury (TBI) Project: Independent Evaluation

Project Number: 02-72227-000

Request for Proposals (RFP) May, 2003

The Department of Mental Health is hereby amending the California TBI Project: Independent Evaluation for the following reason:

1. To advise potential bidders of the Small Business Preference Program and required submission of [form MH 1157](#), [Small Business Identification Questionnaire](#).

The "VI. ATTACHMENTS" portion of the RFP has been revised to provide information on the Small Business Preference Program and reflect the submission of form MH 1157, Small Business Identification Questionnaire, as a required attachment. The revised "VI. ATTACHMENTS" and [MH 1157 form](#) are presented on the pages following this letter. *Please note that the addition of the Small Business Preference information is referenced in italics.*

If you have any questions concerning this RFP, please contact Maureen Price, Project Coordinator, via e-mail at mprice1@dmhhq.state.ca.us .

WILLIAM A. AVRITT
Acting Deputy Director
Administrative Services

Attachment

VI. ATTACHMENTS

Required attachments to the scope of work include:

1. All bidders shall complete the **Proposal Certification Sheet**. (See Appendix E).
2. Disabled Veteran Business Enterprise Requirements (DVBE) must be met for this RFP. Public Contract Code Section 10115 et seq. establishes a contract participation goal of at least three percent (3%) for disabled veteran business enterprise (DVBE). This goal applies to a state agency's overall contracting program. State agencies have the discretion to apply the DVBE participation goal to individual contracts. DVBE participation requirements are included in this contract. This solicitation attachment provides program information and bidder responsibilities for the DVBE Participation Program. Bidders must meet DVBE Participation Program requirements to be viewed as a responsive bidder and considered for contract award. Failure to submit a complete response may result in a non-responsive determination, in which case the bid will be rejected.

An explanation of the Disabled Veteran Enterprise Program requirements can be found at the Internet web site www.pd.dgs.ca.gov/dvbe. Select "DVBE Resource Packet" under "Related Sites."

The DVBE package and the required submittal forms can be found at the Internet website www.pd.dgs.ca.gov and select DVBE Participation Solicitation Package Attachment and Summary.

As part of the DVBE requirements, complete STD Form 840/840A California Disabled Veteran Business Enterprise Program Requirements. (See Appendix F).

For assistance with DVBE requirements, please contact the contracting official below:

Tami Harris
Department of Mental Health
1600 9th Street, Room 150
Sacramento California 95816
(916) 651-8986
tharris@dmhhq.state.ca.us
DMH Homepage located at www.dmh.ca.gov

3. Submit copies of any record or action by the applicant agency's Board of Directors or organization's owners specifically authorizing the

agency to submit a proposal to perform the duties as independent evaluator for the TBI project, if applicable.

1. Submit a Statement of Qualifications, resume or curriculum vitae for all individuals who will work on the project. If the person who will serve as the primary independent evaluator has not been identified, include a job description for the position.
2. Submit letters of reference and a listing of previous agencies and/or organizations for which bidder has performed similar duties as required by this RFP. Attach a release to enable the DMH to contact the listed agencies/organizations.
3. Submit documents showing existing relationships or working agreements with service providers with whom you intend to subcontract. The DMH will consider the prime contractor to be the sole point of contact with regard to this RFP/contract, and no subcontract may be entered into without the review and prior approval of DMH.
4. All bidders must provide at least one sample of work from a similar project. The sample should include copies of the evaluation reports, timelines, work plans, progress updates, final report, etc.
5. All bidders must submit evidence of financial stability and document sufficient financial resources necessary to perform all services associated with the contract. This requirement may be fulfilled in one of the following ways:
 - a) Financial statements for each of the last two years audited by an independent third-party Certified Public Accountant. All noted audit exceptions must be explained.
 - b) If audited statements are not available, DMH will accept statements that have been reviewed by a Certified Public Accountant.
 - c) If neither audited nor reviewed financial statements are prepared, DMH will accept financial statements that have been compiled by the applicant's accounting firm.
 - d) If neither audited, reviewed, nor compiled statements are normally prepared by the agency, DMH will accept financial statements prepared by the applicant's internal accounting department. These statements must be accompanied by a statement signed by the applicant's Chief Financial Officer, certifying that the financial statements are current, accurate, and complete. Financial statements must include income statements and balance sheets.

Financial statements must be completed based on final (not draft) reports, and cannot be supported by unreasonably qualified statements. Also, include in this section a statement, signed by either an independent third-party Certified Public Accountant or the applicant's Chief Financial Officer, that the applicant agency operated in accordance with Generally Accepted Accounting Principles (GAAP).

6. Identify for the applicant and/or any key project partner, any past history of bankruptcy, receivership, failure to fulfill contract, criminal or legal action for the past five years. Provide a description of said past history and the current status.
7. *All bidders shall complete the MH 1157, Small Business Identification Questionnaire. A five (5) percent preference will be applied to the total score of each certified small business or microbusiness submitting a proposal. The following Internet website provides information for bidders who wish to apply for the small business preference program: www.pd.dgs.ca.gov. Please note that although this preference program is optional, all bidders must submit the MH 1157 form.*